



DEPARTMENT OF THE AIR FORCE
436th Mission Support Squadron (AMC)
Dover Air Force Base, Delaware 19902-5261

23 February 2004

MEMORANDUM FOR ALL SUPERVISORS OF CIVILIAN EMPLOYEES

FROM: 436 MSS/DPC

SUBJECT: Supervisors Notebook Letter (SNL) #51; CY04 Appraisal Closeout Timetable

1. The closeout date for civilian performance appraisals is 31 March 2004. This year's plan and milestones for the appraisal closeout are as follows:

29, 30, 31 Mar Organization Quality Control Reviewer (QCR) training will be held at 0900 hours in the 436th MSS Commander's Conference Room, Building 261, second floor. Organization printouts with employees' current/correct basic salaries will be provided to the QCRs (see attach 2) at this training.

Prior to 31 Mar Supervisors should review each subordinate's AF Forms 860, Civilian Performance Plan, or the AF Form 1003, Core Personnel Document, and begin to complete proposed performance appraisals (in pencil). The appraisal form, AF Form 860A is located on the Air Force Forms web page at: <http://www.e-publishing.af.mil/formfiles/af/af860a/af860a.xfd>
Note: No work performed after the 31 March can be considered on this year's appraisal. If you supervised an employee who took another AF job before 1 Jan 04, the gaining supervisor completes the appraisal (you should provide performance information for the new supervisor to consider. If you supervised an employee (for at least 90 days) who took another AF job on/after 1 Jan 04, you must complete the annual performance appraisal on that employee. The behavioral factors are predictive of how well the rater believes the employee would perform if promoted to a higher level position. As a minimum, all recommended awards require SQ/CC and must be approved by the Group CC or the AW Director of Staff, or Tenant Unit CC as required.

Beginning 1 Apr Supervisors and reviewing officials must agree on each employee's appraisal & award recommendation. The AF Form 860A must be signed by both rating and reviewing officials. All AF Forms 860A on employees who are rated and reviewed by other than their owning organization must be endorsed by the employee's owning organization. Supervisors forward AF Forms 860A to their organization's QCR for technical compliance checks; ensure appraisals are properly prepared; all salary and personal data is correct; if an award is recommended, that information is included in Part C of the AF Form 860A (award justification); and provide

statistical data to their commander. Attachment 2 contains a list of items to be checked by the QCR. Only reviewed/approved, finalized appraisals may be shared with the employees for them to sign. Place a copy in the Employee Performance File (EPF) that the supervisor, keeps on the employee. The original AF Form 860A is forwarded to the QCR who brings it to the 436 MSS/DPCE, Labor and Employee Management Relations Section, Building 261, Room 215. Once this is processed, it will be returned to the organization, where the supervisor puts it in the EPF, and gives a copy to the employee.

Supervisors should now review current AF Forms 860, Civilian Performance Plan, or AF Forms 1003, Core Personnel Document, for the next appraisal cycle, and encourage employees to review them. If the supervisor decides to modify the AF Form 860 or AF Form 1003, he/she should contact the QCR for additional guidance. The supervisor, reviewer, and employee must sign the AF Form 860 or AF Form 1003 to ensure/document that it is accurate for the next appraisal cycle.

Supervisors of bargaining unit employees of Local 1709, American Federation of Government Employees, must review annual performance award nomination guidelines and encourage employees to review them. Reviewed guidelines should be provided to the employee when they sign off the AF Form 860, or AF Form 1003, Core Personnel Document.

30 Apr

All finalized appraisals and approved awards are received in the Civilian Personnel Flight's Labor and Employee Management Relations Section, Building 261, Room 215.

1 Jun

Performance ratings and awards become effective.

2. The above time frames should ensure that all appraisal and award data is input into the Modern civilian personnel data system before the rating and award effective date. The integrity of this program requires each supervisor to do an honest performance evaluation, and justify any award recommendation. The 436 MSS/DPCE staff will provide training and assistance on the Civilian Performance Program upon request. Questions should be directed to your 436 MSS/DPCE point of contact (POC), see attachment 1.



RICHARD P. COOK
Civilian Personnel Officer

Attachments:

1. 436 MSS/DPCE Points of Contact
2. Quality Control Reviewer Checklist

cc: 436 AW/CCE

512 AW/CCE

Group, SQ & Tenant Unit Commanders

436 MSS/DPCE POINTS OF CONTACT

2004 CIVILIAN PERFORMANCE PROGRAM

Please direct questions to Margie MacLeish, x4644, or one of the POCs listed below. Thank you.

<u>CHARLENE DUBBELS X4662</u>	<u>NANCY DUNN X4638</u>	<u>TERRI BALD X4665</u>
<u>436th AW STAFF</u>	<u>512th AW STAFF</u>	<u>436th MEDICAL GROUP</u>
Safety		436th Medical Ops Sq
Inspector General	512 th Medical Squadron	436 th Aero Med Dental Sq
Judge Advocate		436th Med Support Sq
Public Affairs	<u>436th MAINTENANCE GROUP</u>	
436 th Comptroller Sq	436th Aircraft Maint Sq	436th Aerial Port Sq
Plans & Programs	436th Equip Maint Sq	436 th Communications Sq
Command & Control	436 th Comp Maint Sq	436 th Civil Engineer Sq
Manpower and Organization	436 th Maint Ops Sq	436th Services Sq
Base Museum		436 th Security Forces Sq
<u>436th OPERATIONS GROUP</u>	<u>512th MAINTENANCE GROUP</u>	436 th Logistics Readiness Sq
436 th Ops Support Sq	512 th Aircraft Maint Sq	436 th Contracting Sq
3 rd Airlift Sq/ 9 th Airlift Sq	512 th Equip Maint Sq	
	512 th Comp Maint Sq	<u>TENANT UNITS</u>
<u>512th OPERATIONS GROUP</u>	512 th Maint Ops Sq	CEMIRT
512 th Operations Support Flight		AFMC/LSO
326 th Airlift Sq/709 th Airlift Sq	<u>512th MISSION SUPPORT GROUP</u>	
<u>436th MISSION SUPPORT GROUP STAFF</u>	<u>TENANT UNIT</u>	
436 th Mission Support Sq	Field Training Detachment (FTD)	
<u>TENANT UNIT</u>		
OSI/DET 306		

Updated 19 Feb 04

QUALITY CONTROL REVIEWER (QCR) CHECKLIST

The QCR will check the following on each AF Form 860A, Civilian Rating of Record, for completion and accuracy:

- Employee name
- Social Security Number
- Appraisal Period Dates
- Effective Date
- Block C is completed if an award is recommended
- Award Amount (Whole Dollar Figure only)
- Rater and Reviewer Signatures
- Place "QCR Reviewed" and QCR initials or signature at bottom of form to help QCR track appraisals reviewed
- Turn in the pre-printed listing provided by 436 MSS/DPCE during the QCR training session along with completed appraisals. On the pre-printed listing, please annotate the following:
 - Total number of appraisals being submitted
 - If an appraisal is not turned in for an employee whose name appears on the listing, annotate next to the name where the appraisal is (wing for signature, etc.) or reason why it is not being submitted.
 - If an appraisal is submitted for an employee whose name does not appear on the list, add their name and other appropriate information.
 - Please add anything else pertinent about the employee, such as date retired/resigned or date placed in LWOP-US status.